

# Renovation & Repair Checklist

Name: \_\_\_\_\_

School: \_\_\_\_\_

Room or Area: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Signature: \_\_\_\_\_

## 1. GENERAL ACTIVITIES

### PRE-RENOVATION

Yes No N/A

- 1a. Notified staff, students, and parents of impending renovations and repairs.... ☐ ☐ ☐
- 1b. Consulted school's asbestos (AHERA) survey, if available..... ☐ ☐ ☐
- 1c. Tested original paint for lead before removing it ..... ☐ ☐ ☐
- 1d. Consulted an asbestos professional before starting projects that may disturb asbestos ..... ☐ ☐ ☐
- 1e. Planned isolation strategy (from pollutants generated during renovations and repairs) for:
- Students and staff..... ☐ ☐ ☐
  - Non-work areas of building..... ☐ ☐ ☐
  - Ventilation system ..... ☐ ☐ ☐
- 1f. Arranged for increased housekeeping during renovations and repairs..... ☐ ☐ ☐
- 1g. Selected products and materials with minimal off-gassing ..... ☐ ☐ ☐
- 1h. Included IAQ-related specifications in construction contracts ..... ☐ ☐ ☐
- 1i. Evaluated work area for signs of mold before starting renovations or repairs ..... ☐ ☐ ☐
- 1j. Scheduled pollutant-producing activities during unoccupied periods ..... ☐ ☐ ☐

### RENOVATION

- 1k. Updated school occupants and parents on progress of longer projects..... ☐ ☐ ☐
- 1l. Avoided exposure to mold and bacteria (for example, with protective clothing or close-out procedures)..... ☐ ☐ ☐
- 1m. Determined that housekeeping activities are sufficient to control dirt and dust ..... ☐ ☐ ☐
- 1n. Verified that work met contract specifications ..... ☐ ☐ ☐

### CLOSE-OUT

- 1o. Allowed time for off-gassing before space is occupied..... ☐ ☐ ☐
- 1p. Cleaned surfaces with wet-wiping and vacuuming (high efficiency vacuuming for fine or potentially toxic dusts such as lead, asbestos, or mold)..... ☐ ☐ ☐
- 1q. Cleaned building system components as needed ..... ☐ ☐ ☐
- 1r. Changed ventilation system filters..... ☐ ☐ ☐
- 1s. Balanced and tested HVAC system (if the HVAC systems or rooms served by it were modified) ..... ☐ ☐ ☐
- 1t. Followed EPA National Emission Standards for Hazardous Air Pollutants rules for disposal of materials that contained asbestos ..... ☐ ☐ ☐

### Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
  - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
  - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

## 2. PAINTING

### PRE-RENOVATION

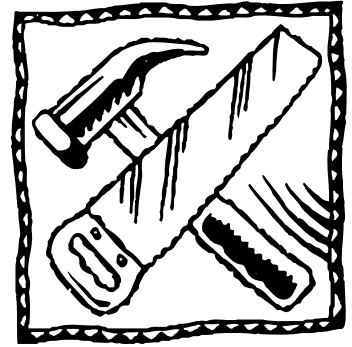
- |  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 2a. Confirmed that the painted surface is lead-free.....                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2b. Selected a low-VOC emitting paint that is free of lead, mercury, and formaldehyde..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2c. Scheduled painting during unoccupied periods.....                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### RENOVATION

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 2d. Minimized occupant exposure to odors and contaminants .....                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2e. Used exhaust and supply ventilation to sweep fumes out of building .....           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2f. Blocked ventilation return openings.....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2g. Used proper storage and disposal practices for paints, solvents, and supplies..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### CLOSE-OUT

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 2h. Allowed paint odors to dissipate before occupants returned.....                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2i. Used supply and exhaust fans to sweep fumes out of the building.....                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2j. Used appropriate storage and disposal practices for paints, solvents, and clean-up materials..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2k. Disposed of old paints containing lead or mercury appropriately.....                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## 3. FLOORING

### PRE-RENOVATION

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 3a. Ensured that flooring is free of asbestos fibers .....             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. Selected low-emitting adhesives and flooring materials.....        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3c. Obtained information about product constituents and emissions..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3d. Avoided installing carpet near water sources.....                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3e. Scheduled installation during unoccupied periods.....              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3f. Aired out (off-gassed) new products before installation.....       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### RENOVATION

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 3g. Followed manufacturers' recommendations for ventilating the work area.....                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3h. Avoided recirculating air from the installation area.....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3i. Sealed return air grilles, opened doorways, and used exhaust fans to remove airborne contaminants .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3j. Vacuumed old carpet (before removal).....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3k. Vacuumed subfloor surfaces (after carpet removal) .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3l. Sealed joints of hard surfaces and/or entire surface of porous flooring installed near water sources..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### CLOSE-OUT

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 3m. Vacuumed new flooring after installation.....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3n. Followed manufacturers' recommendations for ventilating the work area space (typical recommendation: allow maximum outdoor air into work area for 72 hours after installation) ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

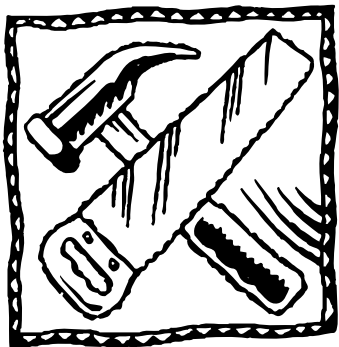
## 4. ROOFING

### PRE-RENOVATION

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 4a. Scheduled pollutant-producing activities during unoccupied periods ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

### RENOVATION

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 4b. Placed "hot pots" of tar away from outdoor air intakes .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4c. Modified ventilation to avoid introducing odors and contaminants into building (for example, closed rooftop ventilation units in vicinity of work area and instructed staff and students to keep doors and windows closed) ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



NOTES